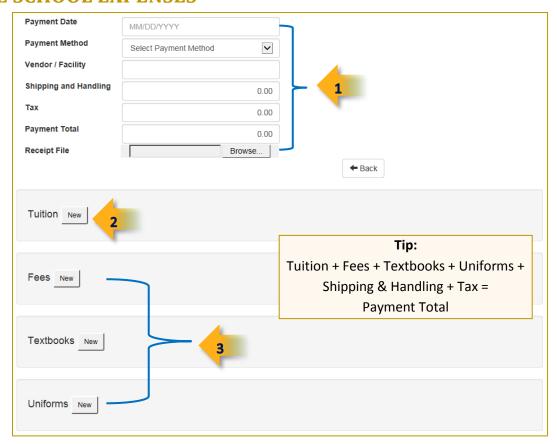
Online Expense Portal

QUICK REFERENCE GUIDE

PRIVATE SCHOOL EXPENSES

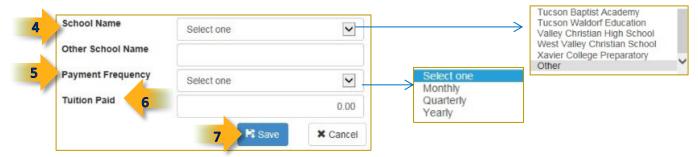


- 1) Enter the total payment information, as shown on the invoice:
 - Payment Date: Select a date from the calendar, or type the date directly into the textbox
 - Payment Method: How the card was used
 - Vendor/Facility: Most likely the name of the school
 - Shipping and Handling: Leave this field blank if not applicable
 - Tax: Leave this field blank if not applicable
 - Payment Total: The total amount shown on the paid invoice
 - Receipt File: Please note files cannot exceed 100MB and file names cannot include symbols ("\$#<>/)
- 2) Click New next to Tuition to enter the amount of tuition paid (see Page 2)
- 3) Click New next to Fees, Textbooks, and Uniforms only if the categories are applicable (shown on the invoice)

Note: A new expense entry is required each time the ESA card is used:

- Monthly payments result in three separate entries per quarter
- Quarterly payments result in one entry per quarter
- Fees, textbooks, or uniforms paid for in separate transactions require separate entries

TUITION EXPENSES

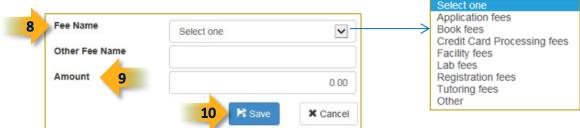


- 4) Select the School Name from the alphabetized drop-down menu of local private schools
 - If the school is not on the menu, scroll to the bottom and select Other
 - When Other is selected, an additional field is visible for typing the name of the school
- 5) Select the Payment Frequency from the drop-down menu (how often the card is used per year)
- 6) Enter the amount of Tuition Paid during this transaction
- 7) Click Save to save this information and return to the previous screen

Note: If tuition is your only expense, your private school entry is complete.

You are ready to save your expense report.

FEE EXPENSES



- 8) Select the Fee Name from the drop-down menu
 - If the fee is not on the menu, scroll to the bottom and select Other
 - When Other is selected, an additional field is visible for typing the name of the fee
 - o Please keep in mind the lunch fees, athletic fees and afterschool fees are not allowed
- 9) Enter the amount of the fee, as shown on the invoice
- 10) Click Save to save this information and return to the previous screen

Note: Repeat steps 8-10 for each fee shown on the invoice.

If a fee was paid on a different date, create a new Private School entry for that fee

TEXTBOOK EXPENSES



- 11) Enter the Textbook Name, as shown on the invoice
- 12) Enter the amount of the textbook, as shown on the invoice
- 13) Click Save to save this information and return to the previous screen

Note: Repeat steps 11-13 for each textbook shown on the invoice.

If textbook(s) was paid on a different date, create a new Private School entry for the book(s)

UNIFORM EXPENSES

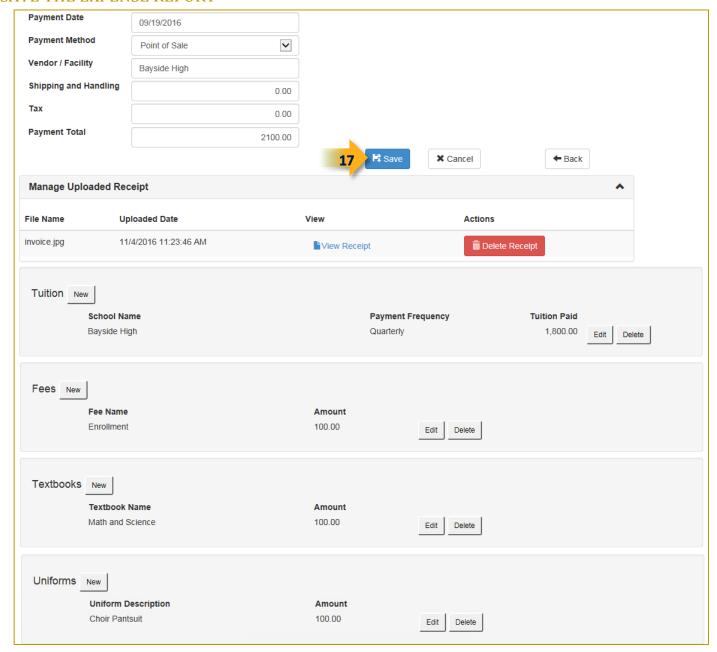


- **14)** Enter a **Uniform Description**, similar or exact to what was shown on the invoice
 - If the invoice lists separate pieces, make a new uniforms expense entry for each piece
 - o Example: Polo shirt
 - If the invoice lists items with quantities, make a single entry and note quantities in description
 - o Example: Polo shirt x 2
- **15)** Enter the **amount** of the uniform, as shown on the invoice
 - If the receipt is itemized, add multiple Uniform entries, with their respective prices, as listed on the invoice
- 16) Click Save to save this information and return to the previous screen

Note: Repeat steps 14-16 for each uniform (or piece of uniform) shown on the invoice.

If uniform(s) was paid on a different date, create a new Private School entry for the uniform(s).

SAVE THE EXPENSE REPORT



17) Click Save to save the expense entry and return to the Main Screen, where you can create additional expense entries, submit your expense report, or later modify this entry prior to submission.

Please be aware that expense reports cannot be changed after they are submitted.